

NORDIC NORTHWEST: JOB DESCRIPTION

POSITION: Rental Coordinator & Event Technician

Location: Nordic Northwest, Portland, Oregon

Hours: Full-time, flexible schedule: days, evenings, weekends

Supervisor: Executive Director

General Statement of Position

Nordic Northwest is seeking an energetic, organized and professional Rental Coordinator & Event Technician. Is responsible for marketing, selling and coordinating private event rentals. This position is the primary point of contact in communication and coordination of private rental events from giving tours, providing bids for rental costs, interacting with clients and troubleshooting problems. Responsibilities also include: event set-up and take down of room furnishings & equipment; implementing event logistics & oversight; ticketing; guest interactions and operating/troubleshooting lighting, audio/visual and live streaming for programming and rental events.

Nordic Northwest

Founded in 1986, Nordic Northwest is a non-profit corporation focused on the five Nordic nations of Denmark, Finland, Iceland, Norway and Sweden. The mission of Nordic Northwest is to:

- Highlight, honor, educate, communicate, promote and celebrate Nordic culture and traditions, ancestral, modern and contemporary.
- Provide value and serve members by developing and making available and accessible Nordic cultural and educational programming that is rich, authentic and forward looking.

Ethical Practices and Responsibilities

- Support the mission of Nordic Northwest
- Exemplify the best of Nordic Northwest values.
- Abide by state and federal laws.
- Abide by the board's strategic plan and vision.

Private Event Rental Coordinator Primary Responsibilities

- Market and sell venue rentals for private events at Nordia House such as weddings, corporate meetings & functions, retreats, dinners and all types of celebrations.
- Responds to inquiries and provides information for external parties to rent private event space.
- Provides engaging tours of to prospective clients.
- Processes bids, contracts, deposits, insurance coverage and all event related documents.
- Schedules private rental events.
- Corresponds in a timely manner to clients inquires.
- Meets with clients prior to events to coordinate and plan day of needs and room/grounds set-up.
- Implements rental events, sets room/grounds preparation, greets clients and responds to their event needs, event coverage and take down/clean-up.
- Be able to operate basic audio/visual equipment.
- Coordinate rental event activities with Broder Söder Catering Director.
- After event thank client.

Event Assistance & Technician Primary Responsibilities

- Set-up and take down of furnishings, equipment and signage for programming and rental events and meetings.
- Tidy/clean event space and areas so it is welcoming to guests.
- Operate technical equipment & software such as lighting, audio, visual, live streaming, Zoom, PowerPoint, etc. Monitor and troubleshoot problems during events and meetings.
- Set and/or operate ticketing system at events
- Provide training and oversight to volunteers assisting at events
- Welcome performers, artists, instructors, clients, etc. and provide requested assistance.
- Welcome and greet guests.

General Responsibilities

- Represent Nordic Northwest in a professional manner.
- Serves as a member for Nordic Northwest's staff team, contributing to the planning and implementation of activities to carry out the mission and strategic direction of Nordic Northwest.

Qualifications and Qualities

- Excellent customer service.
- Beginner knowledge of equipment to operate sound, audio and video for events.
- An appreciation for and knowledge of event needs for live entertainment, performing arts, lectures, workshops and corporate meetings.
- Good communication skills, interacting with a wide variety of groups; staff, volunteers, guests, donors, clients and vendors.
- The ability to prioritize and perform multiple tasks with minimal supervision.
- Organized and detail oriented and able to keep accurate records and follow-up.
- Proficient in Microsoft Office products.
- Resourceful, dependable and effective problem solver.
- Collaborative and team oriented.
- Supportive of Nordic Northwest's mission.
- Understanding of database logic.
- Demonstrate patience, sense of humor and flexibility.
- High School diploma with some college education preferred.

Physical Requirements

- Frequent evening and weekend hours and occasional long hours. Will work around school schedules or other obligations.
- Exertion of up to 50 pounds of force to lift, carry, push, pull or otherwise move objects.
- On occasion, climbing tall ladders

Other

- Valid driver's license is preferred.
- Dress code:
 - Set up and take down: Jeans or other tidy work clothing.
 - Performances, formal meetings requiring your presence: Dark shirt and pants
- Outdoor work: Appropriate to weather conditions.